



Vacancy Announcement
Assistant Director, Finance
Open until filled
Salary commensurate with qualifications

The City of Wheeling is in search of an Assistant Finance Director to provide support with the supervision of a coordinated fiscal management program. Under the direction of the Finance Director, the Assistant Finance Director will provide technical, financial and administrative oversight to revenue, disbursement and payroll functions of the City in the following ways:

- Assist the Finance Director in administering all City Finance Department activities including general ledger maintenance, account reconciliation, accounts receivable, accounts payable, and payroll processing.
- Propose and coordinate the implementation of new financial policies and procedures.
- Provide recommendation(s) to the Director regarding assignment, scheduling, supervision, hiring, performance evaluation, and discipline of departmental personnel.
- Serve as liaison with auditors and maintain appropriate records and files according to federal and state regulations for annual audit.
- Respond to complaints and inquiries from citizens and others regarding services provided by finance department and its staff.
- Respond to questions from other City departments regarding financial information and other related information and/or tasks.
- Assist with annual budget preparation, monitoring, and management of the same.
- Perform technical financial and accounting functions and complex account reconciliations.
- Maintain and organize budgetary and fiscal records in compliance with federal and state laws, generally accepted accounting practices, GASB regulations and ordinances.
- Review bi-weekly payroll ensuring accuracy and completion.
- Oversee and manage the maintenance and operation of financial/accounting software.
- Prepare a variety of complex and technical reports and other needed/requested correspondence.
- Serve as leader project manager on related finance department projects/tasks.
- Perform other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Bachelor's degree in accounting, finance, public administration or related field.
- Three (3) to five (5) years of progressive experience in governmental or public accounting.
- CPA desirable, but not required.

Interested applicants can apply by contacting:

City of Wheeling
Office of Human Resources
1500 Chapline Street, Suite 301
Wheeling, WV 26003
304-234-3694
humanresources@wheelingwv.gov

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.